

CRTL - Court List

This screen displays a history of court related activity for a specific client.

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CAFSCRTL          COURT LIST          07/14/2016    10:36
USER ID : C74142SW          PAGE NO: 001
CAPS ID : 00001181      00    NAME: ALMOND, ADAM

TO DISPLAY, ENTER X: X ACTIVE ONLY _ ACTIVE AND DELETED F11, ENTER TYPE:
START FROM:          COURT REASON:
TO SELECT, ENTER I=INQUIRE, M=MODIFY, OR D=DELETE
SEL TYPE HEAR/FILE DT  REASON  DISPOSITION  STS  EFFECTIVE DATES
FROM              TO
-   MNE  05/10/2012
-   CTO  05/09/2012  AFD          AFD          A      05/10/2012  99/99/9999
-   PET  04/01/2012  LTC          A
-   CTO  12/01/2011  TLC          TLC          A      12/12/2011  99/99/9999

PATH: _
```

Field Descriptions (F12) indicates code lookup is available.

CAPS ID (F12)

Enter the CAPS ID of the client you wish to add or view court details for.

NAME

This field will display the name of the client whose ID is entered in the CAPS ID field.

TO DISPLAY ENTER X – ACTIVE ONLY or ACTIVE AND DELETED

This field will default the “X” to active only. You can mark the “X” in front of active and deleted if you wish to view inactive court details. *Court details can be “deleted” (inactivated) if details are entered incorrectly.*

IF F11, ENTER TYPE (F12)

Prior to pressing F11 to add a new court detail, you must select the court document type you are going to add. The type of court document selected will dictate what the required fields will be on the CRTD (Court Detail) screen.

START FROM

You can enter a date in order to view court details from that date to current date.

COURT REASON (F12)

You can enter up to five specific court reason codes that you wish to view.

SEL

Enter "I" if you want to inquire on a court detail, "M" if you want to modify a court detail or "D" if you want to delete a court detail. *Once the CRTD (Court Detail) screen is updated, only certain pieces of information can be modified. In order to delete a court detail, comments must be entered on the CRTD (Court Detail) screen first to document why the detail is being deleted.*

TYPE (F12)

This field will display the court document type that has been entered for the client.

HEAR/FILE DT

This field will display the date the court document was filed or the date the hearing was held.

REASON (F12)

This field will display up to three reason codes associated with the court document.

DISPOSITION (F12)

This field will display up to three disposition codes associated with the court document.

STS

This field will display "A" (active) if the court document is active or "I" (inactive) if the court document has been deleted. *Any court documents that are inactive will not be used to determine eligibility for funding.*

EFFECTIVE DATES FROM/TO

These fields will display the date the court order begins and the date the court order ends. *If 99s is displayed in the "effective to" date, when you add a new court detail, you will receive a warning to end date the previous order, if applicable.*

Additional Information

None.